Frequently Asked Questions: as of March 16, 2015.

Below are some FAQs and short answers. We hope this will provide some valuable information as you work through the registration and implementation process for DLM.

If you have additional NH DLM questions, please e-mail the NH DLM help desk, NH-DLM-Helpdesk@doe.nh.gov

 If you have technical questions, please email the DLM Help Desk at dlm-support@ku.edu.

If you have questions regarding certification or during the administration of the DLM test, please contact Keystone Assessment, Michael.burdge@keystoneassessment.com or Debbie.taub@keystoneassessment.com

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Student registration– (In district student)

1. **Who should register students?**
   - Students must be registered via i4see submissions. Please review the i4see TIP document describing registration: http://www.education.nh.gov/data/documents/registering_students_state_assessment_1415_000.doc
   - Each SAU has an i4see coordinator, who should be familiar with the process your district/school uses to provide the i4see submissions. A list of i4see contacts is also found on the i4see website: http://my.doe.nh.gov/Profiles/PublicReports/PublicReports.aspx?ReportName=i4seeContacts

2. **How to register students**
   - See registration document posted on DOE i4see website, under TIPs: http://www.education.nh.gov/data/documents/registering_students_state_assessment_1415.doc

3. **When will student data be in KITE?**
   - i4see data is sent to KITE nightly but there have been some start-up issues that cause it to be delayed a few days.

4. **How to check students in KITE?**
   - In KITE Use the View Student functionality
   - In KITE, go to Report tab, click on data extracts and then on current enrollment

5. **How to run the I4SEE reports?**
   - Select Analysis
   - Anomaly and State Reports
   - SubmissionType = Student Roster

6. **What if some students are loaded in KITE but some are missing?**
   - See Missing Students section below
7. **Can I load my own student records in KITE?**
   - Please follow the instructions above to load students into i4SEE and the state will load students into KITE following state privacy laws.
   - If you manually load students into KITE the student results may not be sent back to us correctly and the student could be considered not tested. If you have already loaded students incorrectly you will be contacted by the state to remedy the situation.

Student Registration – Out of district (OOD) and Out of State (OOS)

1. **Who should register students?**
   - The Sending District should register the Out of District Students.
   - Students must be registered via i4see submissions. Please review the i4see TIP document describing registration: http://www.education.nh.gov/data/documents/registering_students_state_assessment_1415_000.doc
   - Each SAU has an i4see coordinator, who should be familiar with the process your district/school uses to provide the i4see submissions. A list of i4see contacts is also found on the i4see website: http://my.doe.nh.gov/Profiles/PublicReports/PublicReports.aspx?ReportName=i4seeContacts
2. **How to register OOD students**
   - See registration document posted on DOE i4see website, under TIPs: http://www.education.nh.gov/data/documents/registering_students_state_assessment_1415.doc
   - Sending district must register students with the private school code
3. **How to check OOD students in KITE?**
   - Unfortunately, the Sending district is not able to view OOD students in KITE. They are associated with the private school and only the private school can view the student in KITE
   - OOD students will not show in any of Sending district's KITE reports or queries.
4. **How to be sure the OOD student is in KITE, in the correct school?**

- Use the I4SEE reports to verify the student is still associated with the Sending district and the correct private school. If so then the student should be loaded in KITE within 24 hours of registration.
- Contact that private school and ask them to verify the KITE registration

5. **For Out of State Placed students (OOS)**
   - Sending school should contact the receiving school to determine the type of assessment that will be administered.
   - Options are:
     i. For the receiving school to administer the NH Assessment. In this case, the receiving school should follow the guidelines (above) for OOD students.
     ii. For the receiving school to administer their state's assessment. If the sending school's placement team (i.e. IEP Team) agrees, then the sending school needs to complete and submit the appropriate NH's Special Considerations Form.
   - If the student is on the out-of-state school's roster, then that student is part of that school system and subject to their assessment requirements.

Student Identifiers – SASID vs AssessmentID vs StateID

1. **Why are there multiple Identifiers for my student and which one should I use?**
   - Due to new state privacy laws we are not allowed to send vendors the New Hampshire State assigned Student Identifier (also known as SASID).   Instead, the state has created a new Assessment Identifier (Assessment ID) for each student. This Assessment ID will be used for Smarter Balanced Testing, NECAP Science testing, DLM testing and also ALT Science. The identifier will change each year and will be prefixed by the last 2 digits of the year.
2. **How to determine the Assessment ID for a student**
   - The Assessment ID can be found in I4SEE reports. See the section above for instructions on how to print the reports in the Student Registration Section.   Remember student rosters must be uploaded into I4SEE to be transferred to KITE.
3. **What is the DLM StateID and how does it differ from SASID?**
   - StateID is the term used by DLM as the Student Identifier. It is the same as our Assessment ID just a different term. The DLM StateID and SASID are **NOT** the same.

Finding Missing Students

1. **I'm missing a student(s) in KITE – what should I do?**
   - Verify you have loaded your rosters into i4SEE following the instructions above. This step is required for the students to be loaded into KITE.

- Has it been 24 hours? Data is transferred to KITE nightly. It is not an immediate upload into KITE and not all steps of the process are able to be automated.
- If the student is an OOD student you will not be able to see the student in the KITE system. You will need to contact the out of district school to confirm the student is correctly registered to that school. You can also verify the student in the I4SEE reports for your district.
- If the student is an in-district student and is still missing please check the "Taken" report on i4see to see if another district has registered the student. The district/school to last upload the student registration is where the student will be registered in KITE. If the student is associated with district 950 (Out of state) then the student has been deleted from all rosters in the state.
- You can also use the i4SEE real time Student Roster Submission Entry to view roster submissions for a SASID. For more information see the Adding and Changing Student Information section of the i4see TIP document describing registration: http://www.education.nh.gov/data/documents/registering_students_state_assessment_1415_000.doc

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Student Demographics

1. **Why are student demographics not correct in KITE?**
   - Due to state privacy laws we are only sending the information to KITE that is required for test administration. We have set all students in the state to the same race, gender and IEP, LEP and Economically disadvantaged status.
2. **Demographics for reporting and accountability?**
   a. Demographics for performance plus and accountability reports will be gathered in the same way they have been in the past – using the End Of Year (EOY), Sped Public, and related i4see submissions. They will not come from the KITE system.
3. **Participation and Performance Calculations for accountability?**
   a. The StudentRoster submission is not the source to determine which students are associated with a given school for accountability – both participation and performance rates. After the test is complete and the End of Year (EOY) submissions are sent to the NH DOE, we will begin accountability calculations. We will use the EOY and related submissions to determine who should have been assessed for the purpose of calculating accountability. Additionally, the NH DOE has requested a waiver from the federal government for federal accountability of the 2014-15 results.

District and School Personnel and Teacher, Test Administrator Setup

1. **How to setup District Coordinators or School Coordinators for private institutions?**
   - email NH-DLM-Helpdesk@doe.nh.gov.

- District Test Coordinators can NOT setup other district coordinators – this can only be done at the state level.
- District Test Coordinators are the highest KITE role for NH public institutions and School Test Coordinators are the highest KITE role for NH affiliated private institutions.

2. **School users and teachers?**
- Districts will need to assign School Test Coordinators, Teachers and School Test Administrators in KITE.   Your District Test Coordinator can set up these users.
- Private schools with School Coordinators will need to assign Teachers and Test Administrators for their schools.

3. **Out of District school setup?**
- Each out of district private school should have a School Test Coordinator associated with the school. This school coordinator will then set up Teachers and Test Administrators for the private School Coordinator for private school. For DLM email: NH-DLM-Helpdesk@doe.nh.gov   to request setup for a School Test Coordinator.

4. **Where to find a list of the privileges associated with each role**
- This can be found in the Data Steward Manual located at http://www.dynamiclearningmaps.org/newhampshire

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Distribution of Assessment IDs to students

1. **How to distribute the Assessment ID to students?**
- Option 1 - Print the list of students from i4see reports
- Option 2 - Export the list to excel for further formatting if desired, from i4see reports page.

2. **How will Private schools get the Assessment IDs for their students?**
- The Sending district is responsible for getting the Assessment IDs to the private school.
- The Assessment IDs can be determined
    i. by printing student lists from i4see
    ii. Or by the Private school logging into KITE and searching for all students in their school.

Student ID to use when uploading files to KITE

1. **What StudentID should be used when uploading a file to KITE?**

- All interaction with KITE will use the Assesment ID also known as StateID. Do NOT use SASID.

Rosters

1. **Will rosters be created automatically using the Assessment Grouping field?**

- Not this year

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i4see rosters used for Accountability

1. **Will the i4seerosters be used for Accountability?**
   - No

Testing of 11th Grade Alternate ELA/Math questions

1. **How should 11th Grade DLM repeaters be handled?**
   - Refer to the information below: "Testing of 11th Grade ELA/Math Alternate Assessments"

Accountability Rules and accountability demographic definitions

1. **What are the accountability rules and definitions?**
   - The details are being worked on by Accountability Task Force and are not finalized.
   - See Student Demographics above to understand distinction between registering students and accountability.

Reporting of student results

1. **Where will Student results be found?**
   - Performance Plus and other systems are being evaluated currently to come up with a comprehensive reporting process. The results will be available in PerformancePLUS and on the i4see workbench, by SASID as they have in the past (not by Assessment ID).
2. **Where will Demographics for reporting come from?**
   - Demographics will be gathered for use in reporting in the same manner as the past. The source for demographics is a combination of i4see submissions and related data. Schools could also create their own groups in P+ for reporting needs if desired. Teachers will be able to view their student results by class if your school(s) completes the SubmissionCourse and StudentClassSubmission.

First Year LEP Students who arrive after the ESOL Mid-year upload

1. **How should 1st Year LEP information be sent to the DOE for correct exemption for accountability if the student was not included in the ESOL Mid-year upload?**
   - Contact Susan Morgan (susan.morgan@doe.nh.gov) and provide the student's SASID, district, school and grade.

Testing of 11th Grade ELA/Math Alternate Assessments

With the transition to this new assessment, the NH Department of Education (NHDOE) has received questions from school districts specifically regarding high school students and their participation in the assessment. Here are the facts:

- New Hampshire and federal law require that <u>all students</u> shall participate in the statewide assessment program once in high school.

- Most NH high school students that were eligible for the alternate assessment in math and/or English language arts last year met this requirement by taking the assessment in 10th grade.

- Students who took the assessment in other (grades 3-8)must still take the DLM assessment this year because the law (RSA 193-C:6) is clear that all students in grades 3-8 shall participate in the assessment program.

- For districts who have students enrolled in their high schools that have not taken the alternate assessment (and are eligible) once in high school (in mathematics and/or English language arts) are required to do so this year.

- All high schools are required to implement the alternate assessment (districts must be prepared to do so). If there are no 11th grade students to participate in the DLM assessment in mathematics and/or English language arts (because all took both in 10th grade), then the district will need to ensure that it can provide documentation that this is the case, if requested.

The NH DOE would like to offer ALL districts the opportunity to have students who previously participated in the NH ALPs in 10th grade to participate in the DLM as 11th graders, if you choose. This can occur if the decision has been made that the alternate assessment is appropriate for that student through the IEP process for the 2014-15 school year. This practice will not only allow the district to experience the implementation of this new assessment, but will give the district baseline data for their students this year.

The NH DOE will be requesting a year of "hold harmless" through its ESEA Flexibility Waiver renewal (due March 31, 2015) process regarding using the new assessments in the states accountability system. This means that during our year of transition to DLM and Smarter Balanced, the state will only report the results of the assessments and those results will not be used in the accountability system. The results of the assessments will be used in the accountability system again after two years of results have been gathered (2016-17). We hope this encourages you to allow your teachers and students the ability to participate in DLM in 11th grade this year.

Please contact Dr. Scott Mantie (scott.mantie@doe.nh.gov) for NH-related assessment, accountability or policy questions. For DLM questions, please contact Susan Morgan (susan.morgan@doe.nh.gov). For Smarter Balanced assessment administration, accommodations, designated supports, document and

training module and related questions, please contact the **New Hampshire Help Desk** (1-844-202-7584) or nhhelpdesk@air.org.